



***United States Department of Agriculture (USDA)
eGovernment Program***

***Two-Factor eAuthentication Login
“Log in with my LincPass”
User Guide***

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1 Login with my LincPass

Follow the steps below to log into an eAuthentication protected website with your USDA federal employee or contractor LincPass.

Step 1 – Insert your LincPass into the LincPass card reader attached to your USDA computer. *(If you have used your LincPass & PIN to log into your computer/network, leave your LincPass in the card reader and move to Step 2.)*

Step 2 – Open an internet browser session and navigate to the website address of the USDA service or application you wish to access.

Step 3 – Click **I Agree** on the “Warning” page.

A warning dialog box with a light blue background. It contains the following text:

*****WARNING*****

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

*****WARNING*****

At the bottom, there are two buttons: "Cancel" and "I Agree". The "I Agree" button is highlighted with a red circle.

Step 4 - On the eAuthentication Login page, click the yellow **Login with my LincPass** button.

The eAuthentication Login page. It features the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. On the left, there are "Quick Links" and "Administrator Links". The main content area is titled "eAuthentication Login" and contains two login sections:

Login with my User ID and Password

User ID: [Forgot your User ID?](#)

Password: [Forgot your Password?](#) [Change My Password](#)

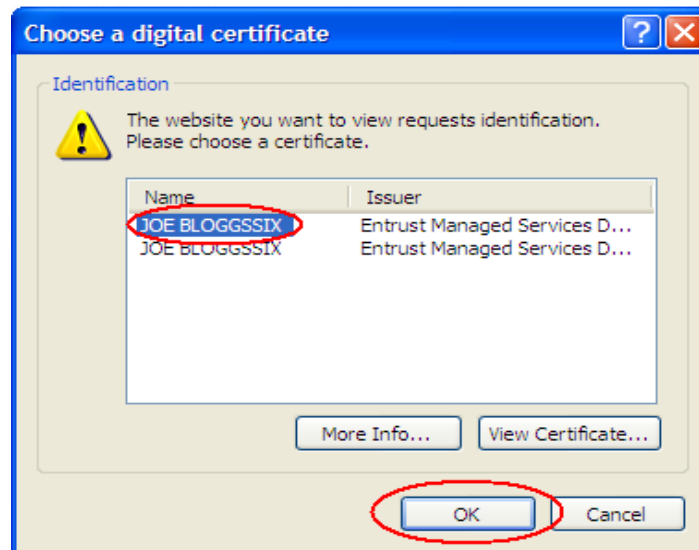
Login with my USDA LincPass

(This button is highlighted with a red circle)

USDA employees & contractors may now use their LincPass to login.
Instructions:

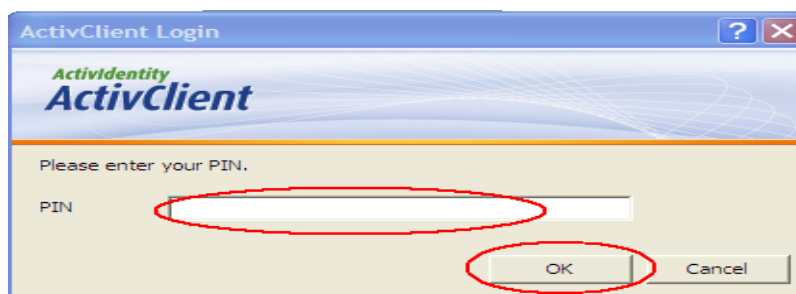
Step 5 – A pop-up box titled “Choose a digital certificate” may appear. If it does appear, click to highlight the first certificate. Then click “OK”. (*If, from prior experience, you know the second certificate is the correct one for you, then select the second.*)

If the pop-up box does not appear, move to Step 6.



Step 6a – The PIN prompt will appear, if needed. Enter your PIN and click “OK”. You are now logged in.

** The system will “cache” the entry of your PIN for up to four hours. If you have used your Lincpass & PIN to log into your computer or another internet session within the last 4 hours, you may not be prompted to enter it again until the 4 hour “cache” expires or the LincPass is removed from the reader.*



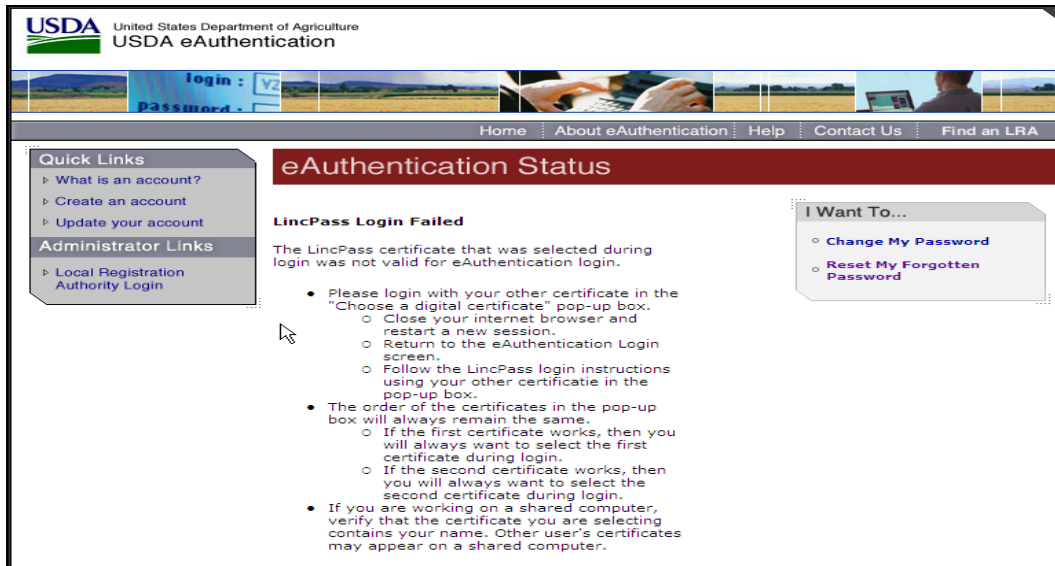
Step 6b - If you receive an error message screen, instead of either the PIN prompt or your requested webpage, please refer to **Section 2** of this User Guide for further instructions on the specific error message you received.

Remember to always remove your LincPass from the card reader before you step away from your computer.

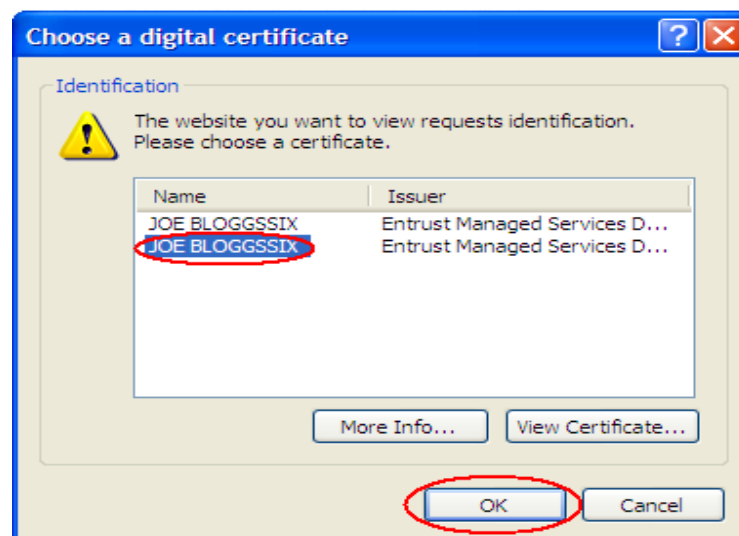
2 Login Failed Pages and Instructions

2.1 LincPass Login Failed

The certificate that was chosen from the “Choose a digital certificate” pop-up box was not the valid login certificate.



1. Leave your LincPass in the card reader.
2. Close your internet browser session.
3. Restart a brand new internet browser session.
4. Follow steps #1-4 in Section 1 of this user guide.
5. In step #5, select the other certificate (the one you did not select the first time) with your name in the pop-up box and click “OK”.

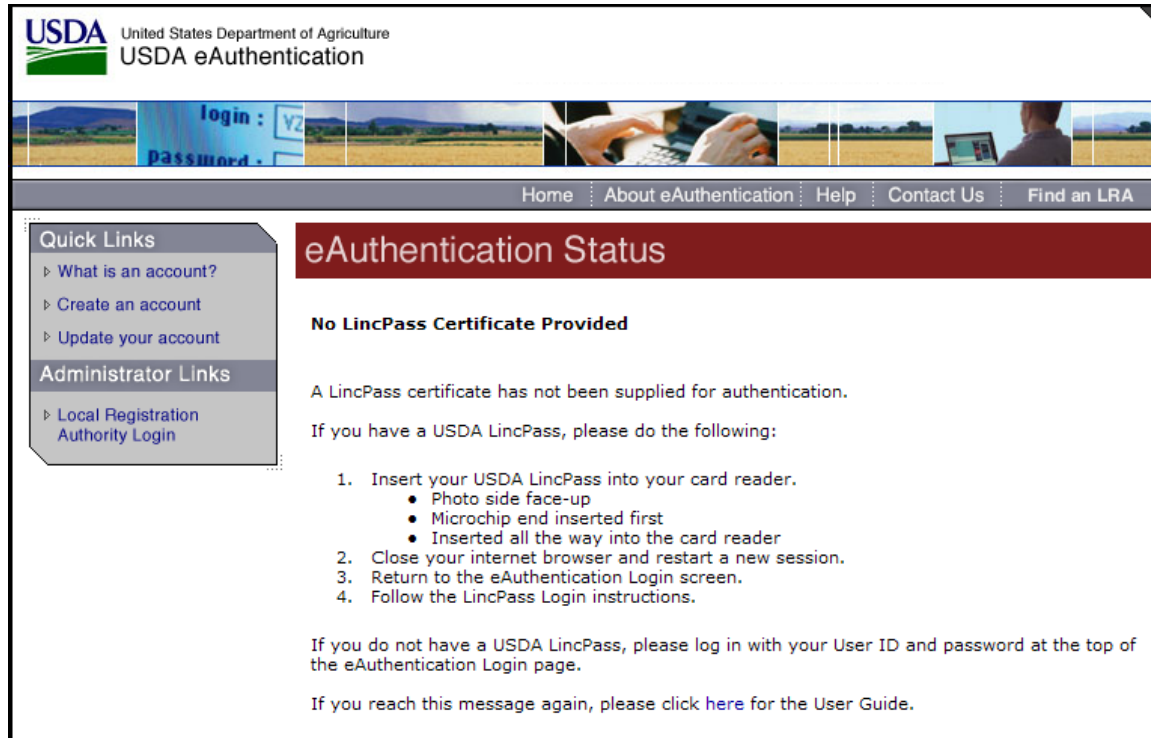




2.2 Enter your PIN at the prompt, if necessary. No LincPass Certificate Provided

A LincPass certificate has not been supplied for authentication

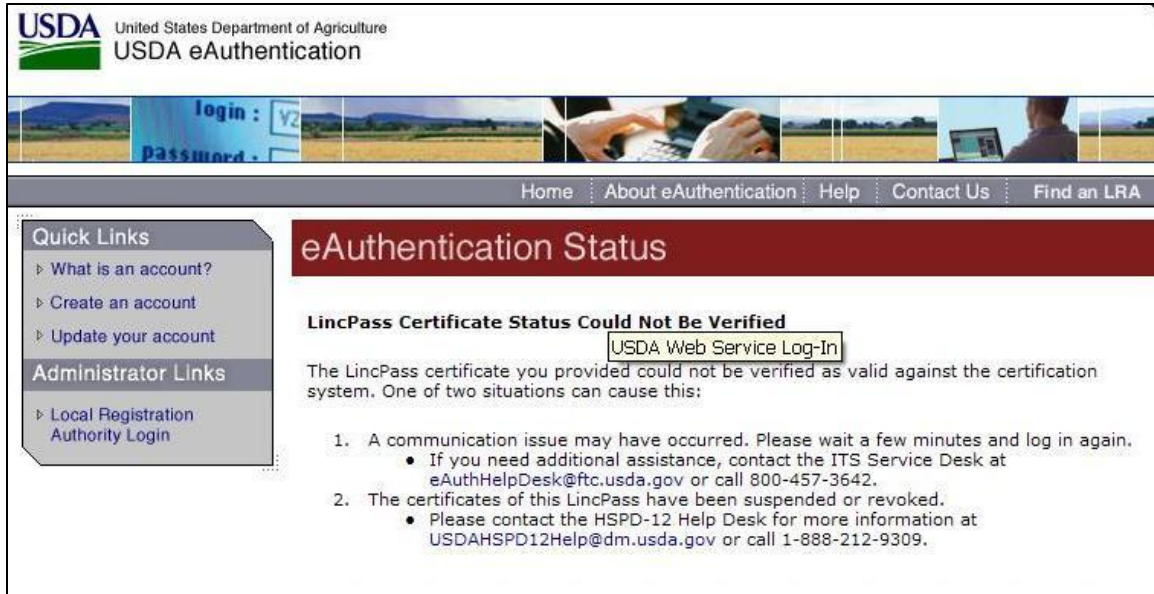
Please verify your LincPass is inserted into the card reader correctly.



- 1) Insert your USDA LincPass into your card reader.
 - Photo side face-up
 - Microchip end inserted first
 - Inserted all the way into the card reader
- 2) Close your internet browser session.
- 3) Restart a brand new internet session.
- 4) Follow steps #1-5 in Section 1 of this guide.

2.3 LincPass Certificate Status Could Not Be Verified

The LincPass you provided could not be verified as valid against the certification system. One of two situations can cause this:



The screenshot shows the USDA eAuthentication Status page. At the top is the USDA logo and the text "United States Department of Agriculture USDA eAuthentication". Below this is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. On the left is a sidebar with "Quick Links" (What is an account?, Create an account, Update your account) and "Administrator Links" (Local Registration, Authority Login). The main content area has a red header "eAuthentication Status" and a sub-header "LincPass Certificate Status Could Not Be Verified". Below this is a box labeled "USDA Web Service Log-In" containing the error message: "The LincPass certificate you provided could not be verified as valid against the certification system. One of two situations can cause this:". Two numbered points follow: 1. A communication issue may have occurred. Please wait a few minutes and log in again. 2. The certificates of this LincPass have been suspended or revoked. Both points include bullet points with contact information for the ITS Service Desk and the HSPD-12 Help Desk.

Quick Links

- › What is an account?
- › Create an account
- › Update your account

Administrator Links

- › Local Registration
- › Authority Login

eAuthentication Status

LincPass Certificate Status Could Not Be Verified

USDA Web Service Log-In

The LincPass certificate you provided could not be verified as valid against the certification system. One of two situations can cause this:

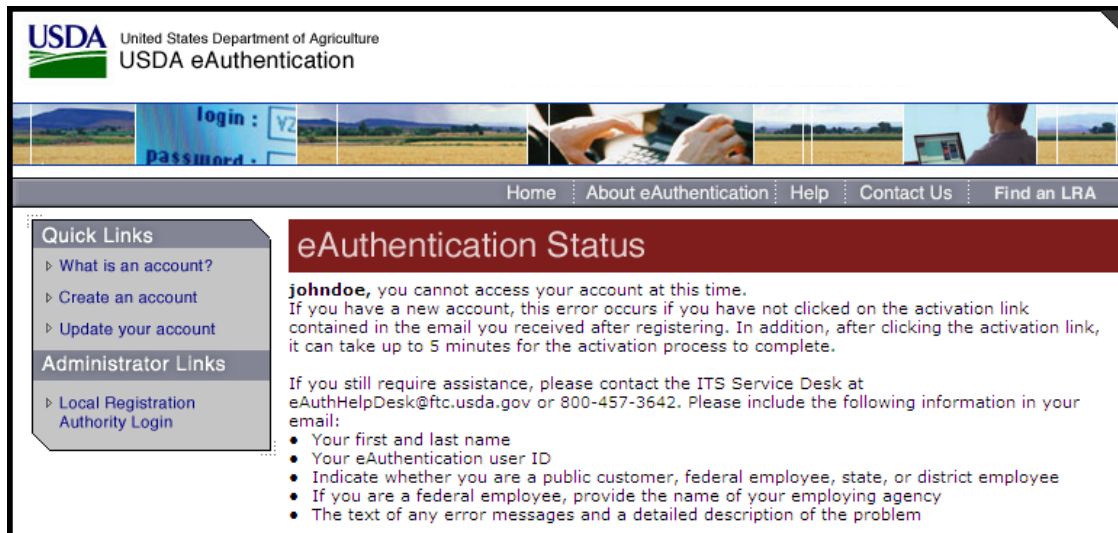
1. A communication issue may have occurred. Please wait a few minutes and log in again.
 - If you need additional assistance, contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.
2. The certificates of this LincPass have been suspended or revoked.
 - Please contact the HSPD-12 Help Desk for more information at USDAHSPD12HELP@DM.USDA.GOV or call 1-888-212-9309.

1. A communication issue may have occurred. Please wait a few minutes and log in again.
 - If you need additional assistance, contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.
2. The certificates of this LincPass have been suspended or revoked.
 - Please contact the HSPD-12 Help Desk for more information at USDAHSPD12HELP@DM.USDA.GOV or call 1-888-212-9309.

2.4 eAuthentication account has been disabled

The eAuthentication account you are attempting to access has been disabled.

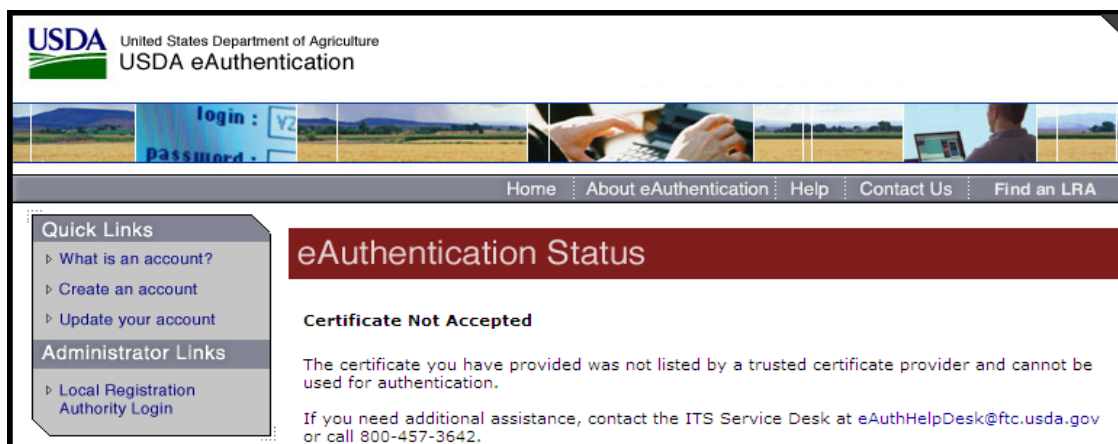
For further assistance with this issue, please contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.



2.5 Certificate Not Accepted

The certificate provided for this login session is not listed on the trusted certificate provider and cannot be used for authentication to eAuthentication.

A communication issue may have occurred. Please wait a few minutes and log in again.



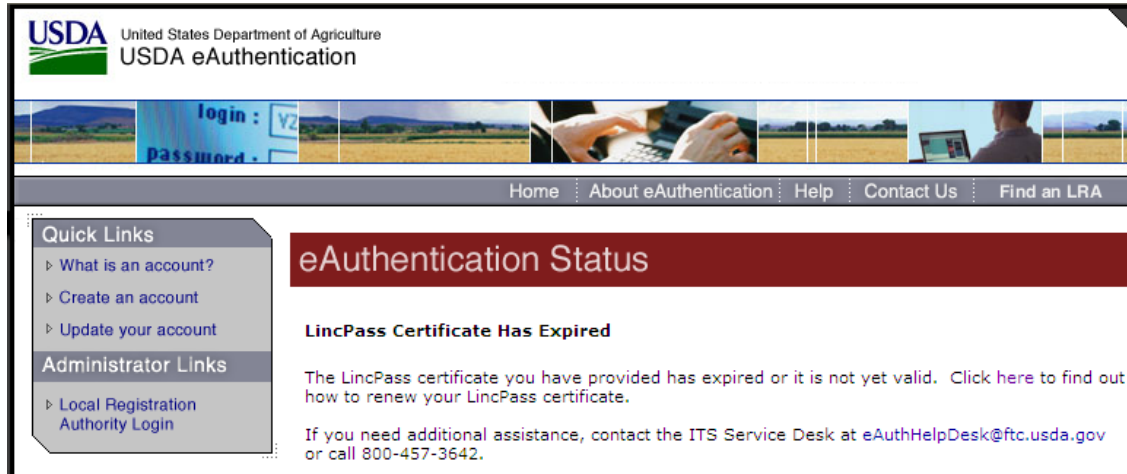
If you reach this message a second time, please contact the ITS Service Desk for additional assistance at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.



2.6 LincPass Certificate Has Expired

The LincPass certificate you have provided for login has expired or it is not yet valid.

Please visit the [Two Factor website](#) for instructions on how to renew your LincPass.



If you need further assistance with your LincPass renewal, please contact the HSPD-12 Help Desk for more information at USDAHSPD12HELP@DM.USDA.GOV or call 1-888-212-9309.



3 Technical Support

- A. For further assistance logging into eAuthentication or creating/updating your eAuthentication account, please review the [eAuthentication FAQs](#) or contact the ITS Service Desk at:
- 1-800-457-3642
 - eAuthHelpDesk@ftc.usda.gov.
- B. For assistance logging into your computer with your LincPass or for questions about your card reader or Active Client software, please contact your specific Agency's Help Desk.
- C. For questions about your LincPass or the HSPD12 program, please contact the HSPD12 Help Desk at:
- 1-888-212-9309
 - USDAHSPD12HELP@DM.USDA.GOV
- D. Also, several resource documents and trainings have been created to help you use your LincPass with your USDA computer.
- [“How to use your LincPass”](#) (pdf)
 - [“Two-Factor Authentication is Here”](#) (pdf)
 - [AgLearn courses](#)
 - Two-Factor Authentication for End Users
 - Two-Factor Authentication Briefing Documents